

Effective 25 February 1998

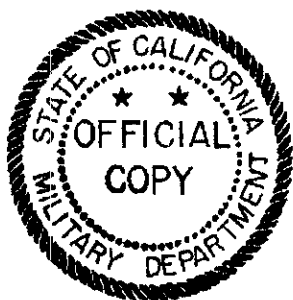
Training

Officer Candidate School (OCS) Recruiting, Retention, and Management

FOR THE GOVERNOR:

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History. This regulation is a revision of CAL ARNGR 350-7 dated 2 January 1995.

Summary. This regulation prescribes the duties, responsibilities, and policies for the 223rd Infantry Regiment (CA).

Applicability. This document applies to soldiers and organizations participating in or supporting the Officers Candidate School (OCS) Program conducted by the 223rd Infantry Regiment (Combat Arms).

Supplementation. Supplementation of this regulation is prohibited without prior approval from CAIR.

Suggested Improvements. The proponent for this regulation is the Commandant, 223rd Infantry Regiment (Combat Arms), ATTN: CAIR. Users are invited to send comments, suggestions, and improvements directly to PO Box 4460, San Luis Obispo, CA 93403-4460.

Distribution. Distribution of this regulation is Army - A.

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Chapter 1

General Information

1-1. Purpose

The purpose of this regulation is to provide commanders with information pertaining to the recruitment and retention of students in the OCS program. Recruiting students for OCS training requires a well planned, effective, coordinated and supervised program.

1-2. Scope

This regulation encompasses soldier and unit responsibilities from application to acceptance into the OCS program.

1-3. Intent

Commanders at all levels will implement a proactive, planned, and concerted effort to ensure all soldiers are kept informed of current military educational opportunities and their requirements. Eligible soldiers will be identified, encouraged, and provided the opportunity to attend the OCS program provided by the 223rd Infantry Regiment.

1-4. Responsibility

The 223rd Infantry Regiment (Combat Arms) is responsible for conducting training programs assigned under the Total Army School System (TASS) and other TAG-directed training as funded by the Office of The Adjutant General.

1-5. Command Responsibility

a. The State Headquarters and Senior Commanders of the California Army National Guard (CAARNG) exercise influence over the operation of the 223rd Infantry Regiment through representation on the California Military Education Advisory Council (CMEAC). The United States Army Infantry School (USAIS) at Fort Benning is the proponent for the conduct and accreditation of the OCS program.

b. The key to an effective recruiting and retention program is the personal involvement of the commander in all aspects of the program. Commanders must place personal command emphasis on the program on an ongoing basis and utilize all available assets to ensure its success.

c. The 223rd Infantry Regiment will conduct training programs IAW appropriate regulations, policies, directives, POI's, and Course Management Plans (CMP).

d. Full cooperation from all Senior commands is essential to the successful accomplishment of the OCS mission. Field units must support this effort by:

(1) Providing highly qualified instructors, cadre, staff, and evaluators to be assigned to the Regiment;

(2) Identifying soldiers who do not currently meet military educational requirements and ensuring enrollment in appropriate courses;

(3) Recruiting qualified applicants for the Reserve Component Officer Candidate School (RC-OCS) Program;

(4) Screening each applicant to ensure compliance with entrance and commissioning requirements;

(5) Submitting and processing applications to include accurate input into the Army Training Requirements and Resources System (ATRRS);

(6) Making frequent visits to school training sites and graduation ceremonies; and

(7) Ensuring soldiers scheduled in ATRRS attend their scheduled courses.

e. Each Battalion Commander will appoint, in writing, officers to serve in an additional duty capacity on the OCS Selection Board. At a minimum three Officers and a Recorder comprise the selection board, with a President, two members, and a recorder (recorder may be a Warrant Officer or an enlisted person E5 or above). A copy of the appointment memorandum will be maintained on file by the unit and next higher headquarters of the Selection Board. A copy of all Battalion and higher appointment memorandums will be furnished to the 223rd Infantry Regiment (Combat Arms), ATTN: S1. When there is a change in Selection Board members, a copy of the new appointment memorandum will be provided. Commanders must be highly selective in the appointment of the OCS Selection Board. Commanders must provide the Selection Board the time and support necessary to perform their duties effectively. Commanders will provide the Selection Board with specific guidance concerning the conduct of the recruiting program within the unit/command.

f. Each Selection Board will provide the commander with the board results at the end of each board.

g. The Battalion will then forward to the 223rd Infantry Regiment the results of all boards conducted along with the Applications for Entrance into the Officer Candidate School. The first selection board results are due NLT 10 January of each year, to update the progress made during the first quarter of the new training year. It is imperative that these reports be accurate and factual, as this information is used to plan logistics and support personnel to conduct the Inprocessing Weekend and the start of Phase I training.

1-6. Senior Command Duties

- a. Coordinate and monitor the activities of all Battalion and separate unit OCS recruitment and selection processes.
- b. Assist the Battalion Selection Board as needed.
- c. Ensure timely submission of all OCS Selection Board results and applications.

1-7. Unit Responsibilities

- a. Identify potential candidates.
- b. Conduct personal, one-on-one interviews and answer questions of potential candidates.
- c. Assist potential candidates in scheduling the Chapter 2, Commissioning Physical.
- d. Assist potential candidates with preparation for OCS (clothing, equipment, commissioning packet, etc.).

1-8. OCS Company Responsibilities

- a. Provide recruiting and briefing materials to units.
- b. Furnish recruiting brochures to interested prospects.
- c. Visit and assist units in recruiting and Selection Board processes as needed
- d. Schedule recruiting visits to units. Priority of visits will be to Battalion/Units with the largest number of officer vacancies as funding permits.
- e. Require each OCS candidate to conduct, as a minimum, a recruiting visit to his/her unit of assignment.
- f. Conduct, during inprocessing, a review of each application to verify entrance prerequisites are met IAW established regulations and SOPs.
- g. Applicants not meeting entrance prerequisites will be denied entrance into the OCS program, counseled, and returned to the unit with a memorandum through the individual's chain of command to the unit of assignment.

1-9. Retention Program

It is imperative that commanders have a retention program to ensure that personnel enrolled in OCS stay in the program. Knowledge by the candidate that others are interested in him/her can often make the difference in his/her academic achievements and in completing the OCS program.

1-10. Gender Statements

All references to the male gender or female gender throughout this regulation apply to both genders unless otherwise indicated.

Chapter 2 Organization

2-1. Command Supervision

- a. The following personnel provide command supervision for the 223rd Infantry Regiment (CA) and the California OCS Program :
 - (1) The Adjutant General (TAG)
 - (2) Commander, California Army National Guard.
 - (3) Commandant, 223rd Infantry Regiment (Combat Arms).
 - (4) Regimental Commander, 223rd Infantry Regiment (Combat Arms).
 - (5) The Leadership Training Regiment at Camp Murray, WA and the OCS Battalion at Fort Carson, CO in coordination with the 223rd Infantry Regiment's General Studies Battalion.
 - (6) OCS Training Company Commander/Senior TAC, 223rd Infantry Regiment (Combat Arms)
- b. The following provide support to operations of the 223rd Infantry Regiment (Combat Arms):
 - (1) The Director, Operations and Training (CAOT) will ensure course POI's comply with appropriate regulations and directives. CAOT will process regulations, circulars, orders, and school applications and will manage the Army Training Requirements and Resources system (ATRRS) student input in support of the 223rd Infantry Regiment.
 - (2) The Director, Logistics (CALG) will ensure coordination of support resources and equipment for the 223rd Infantry Regiment.

(3) The Director, Military Personnel (CAMP) will ensure timely records management, review, and processing.

c. Organization of the 223rd Infantry Regiment:

(1) The Commandant, 223rd Infantry Regiment, is appointed by The Adjutant General. He reports to the Commander, California Army National Guard and is directly responsible for

(a) Operation of a full time schoolhouse supported by the TDA Regiment;

(b) Supervision of full time staff assigned to the 223rd Infantry Regiment;

(c) Supervision of all students and support soldiers attached to the 223rd Infantry Regiment;

(d) Command and control over any units under operational control (OPCON) or attached to the 223rd Infantry Regiment;

(e) Strict adherence to regulations, directives, policies, and POIs/CMPs;

(f) Ensuring that all applicants meet prerequisites for admittance and commissioning;

(g) Ensuring that candidates being considered for dismissal receive due process;

(h) EO/Sexual Harassment Policies are strictly adhered to

(2) The Regimental Commander, 223rd Infantry Regiment (CA)

(a) Provides trained personnel and equipment resources in support of the Commandant during Inactive Duty Training (IDT) and Annual Training (AT) to ensure smooth operation of the full time schoolhouse;

(b) Coordinates with SRCOMs to ensure the Regiment is filled to 100% of its TDA authorization;

(c) Ensures soldiers assigned to the Regiment are fully trained to Army standard to support the requirements of soldiers attending the schoolhouse for MOSQ, leadership, or other courses, and

(d) Provides oversight of the execution of centrally planned courses.

(3) The General Students Battalion Commander, 223rd Infantry Regiment supervises the OCS Company TDA staff and is charged with the direct responsibility for developing qualified OCs for appointment as Second Lieutenants. This responsibility includes, but is not limited to:

(a) Directing the leadership training of OCs;

(b) Monitoring the academic instruction to ensure POIs are followed and taking corrective action as needed;

(c) Recruiting qualified cadre;

(d) Monitoring commissioning packet (COMPAC) readiness monthly;

(e) Ensuring OCs meet prerequisites for entrance into the OCS program and are in compliance with commissioning requirements. OCs failing to meet administrative/training requirements for commissioning are afforded appropriate board actions for recycle or dismissal;

(f) Ensuring that the Teach, Advise, Counsel (TAC) Officers have a vital role in developing leadership in OCs through extensive counseling and guidance. They are role models and mentors and set a positive example through the use of correct leadership techniques on and off duty;

(g) Ensuring that the TAC officers meet TRADOC certification requirements;

(4) 223rd Infantry Regiment Staff:

(a) Supervises the operation of the 223rd Infantry Regiment's programs within their functional areas. The staff may be augmented by qualified personnel from senior commands.

(b) Recruits, trains, and supervises augmenting personnel within their functional areas

(5) The Full Time Support (FTS) Staff: The FTS staff is responsible for the day-to-day operation of the 223rd Infantry Regiment and coordinates with appropriate OTAG Directorates to ensure compliance with governing regulations and resource requirements.

(6) Instructors:

(a) Instructor support will be provided by the Infantry Battalion and General Studies Battalion.

(b) All instructors will meet the prerequisites of the proponent school.

(c) Unqualified instructors will attend required courses to become instructor certified according to proponent requirements.

2-2. The Commandant's Board

a. The Commandant's Board will be appointed by the Commandant, who presides over the board. The board will consist of the Commandant, the Regimental Commander, and the General Studies Battalion Commander or their designated representatives approved by the Commandant.

b. When requested by the OCS Company Commander, a Commandant's Board may be convened to consider dismissal of OCs.

Dismissal action taken under the provisions of this paragraph must be fully documented and is subject to review by the Commandant, 223rd Infantry Regiment. The following are some situations that may warrant dismissal action:

- (1) Honor Code Violations.
- (2) Insubordination.
- (3) AWOL.
- (4) Conduct unbecoming of an OC.
- (5) Leadership/Academic Deficiencies.
- (6) Commissioning application deficiencies.
- (7) Failure to maintain entrance standards.
- (8) Other situations deemed appropriate by the Commandant.

2-3. Leadership/Academic Evaluation Panel

a. The Commandant will appoint a Leadership Evaluation Panel and an Academic Panel. The panels will consist of no less than three officers and a recorder. At a minimum at least one member of the panel will be a disinterested party.

b. Duties:

(1) The panels will consider the cases of OCs who do not attain or maintain the leadership or academic standards of the OCS program.

(2) The panels will subsequently recommend whether such OC should be retained in the program or released.

(3) An official record of the panel's proceeding will be maintained IAW regulations, directives, and local policies.

c. Panel recommendations are subject to approval of the Commandant.

d. The panels will meet at the call of the Commandant throughout the academic year to fully evaluate the Officer Candidate's leadership ability and progress. The OCS company Commander will be responsible for the preparation of Officer Candidate records for submission to the panel.

e. If, in the opinion of the OCS Company Commander, an OC should be considered for dismissal for reasons other than those previously mentioned, the OCS Company Commander may request the General Studies Battalion Commander to direct the OC to appear before an Evaluation Panel.

f. Notification to appear before a Leadership/Academic Evaluation Panel.

(1) Any memorandums directing officer candidates to appear before an Evaluation Panel will be prepared by the General Studies Battalion

Commander and forwarded directly to the OC concerned with a copy furnished to the Regimental S1. Memorandum will state the reason(s) for such action. An information copy will be mailed to the OC's parent organization, Commander, and to the OCS Company Commander. The memorandum will state that if the OC fails to appear as directed, dismissal with prejudice may be recommended. The OC will be given the opportunity to provide witnesses in his/her behalf.

(2) Upon receipt of the Evaluation Panel's recommendations, the Regimental Commander will review the Panel's record and will advise commanders concerned of the action to be taken. Dismissals will be announced by orders, which will indicate whether OC is dismissed with or without prejudice. OCs recommended by an Evaluation Panel for dismissal will be authorized to resume training with their parent unit pending approval of the panel's recommendations by the Regimental Commander and publication of orders.

g. Appeals must be made in writing to the Commandant of the 223rd Infantry Regiment (CA) within 10 calendar days of notification of final decision. OC's who are in the appeals process may continue training in the OCS program pending outcome.

2-4. The California Military Education Advisory Council (CMEAC)

a. The CMEAC

(1) Assists and advises in determining policies for the 223rd Infantry Regiment (CA);

(2) Makes recommendations to The Adjutant General on TAG directed training and course content for that training;

(3) Identifies resources outside those allocated to the Regiment to pay for TAG directed training;

(4) Provides emphasis within the CAARNG to ensure that the Regiment is filled to 100% of its TDA requirement with the very best qualified officers and NCOs of the appropriate grades;

(5) Provides emphasis within the CAARNG to ensure that units fill all school quotas allocated to California;

(6) Provides emphasis within the CAARNG to ensure that all CAARNG students with reservations in ATRRS arrive to attend class on schedule, that they arrive meeting the Height - Weight, APFT, and personal appearance

requirements, that they arrive with the required uniforms and equipment, and that they arrive motivated and ready to learn.

b. The CMEAC is composed of:

(1) TAG (President of the CMEAC. May be delegated to Commander, CAARNG)

(2) Cdr, CAARNG

(3) Commandant

(4) Cdr, 223rd IR (CA)

(5) Director, CAOT

(6) State Senior Army Advisor

(7) State CSM

(8) CSM, 223rd IR (CA)

(9) All O-6 level commanders and above

(10) Their CSMs

(11) Other Officers and /or NCO's as

directed by the President as advisors, in a non-voting capacity.

(12) Deputy Commandant, 223rd IR (CA) (a non-TDA, additional duty position) serves as a non-voting member and recorder.

c. The CMEAC will convene at the direction of the President.

d. An agenda will be furnished to board members before each meeting. After the meeting, minutes of the board proceedings, approved by the President, will be published as appropriate.

2-5. Graduation

a. Minimum requirements: To be eligible, an OC must meet or exceed the 70% standard on each exam, meet the leadership standards of RC-OCS, and meet the CAARNG State and NGB Commissioning requirements. Graduates will be awarded a diploma and DA Form 1059 as evidence of successful completion of the course.

b. Application for Appointment: The 223rd Infantry Regiment will publish a tentative list of graduates and the graduation date 90 days prior to graduation. CAMP-OPMS will prepare the final application for appointment.

c. Graduation Ceremonies: Instructions and information regarding graduation ceremonies will be announced annually by the 223rd Infantry Regiment.

d. Individual Awards: A 223rd Infantry Regiment Awards board will select graduates to receive the following awards:

(1). Erickson Trophy - Distinguished Honor Graduate: Selected on the basis of overall performance to include leadership, academics, and physical fitness. The recipient will receive

the Erickson Trophy awarded by NGB in honor of MG Edgar C. Erickson.

(2). Association of the United States Army (AUSA) Leadership Award - Distinguished Leadership Graduate: To the graduate who displays leadership excellence throughout the entire course.

(3). National Guard Association of the United States (NGAUS) - Outstanding Graduates: Presented to the top 10% of the graduates. Consists of 1 year free membership in NGAUS, 1 year subscription to the National Guard Magazine and a recognition certificate.

(4). General Carl H. Aulick "Boot" Award - The graduate who, during Phase I, achieves the highest academic average and leadership rating.

(5). General Albert L. Lemon Award - The graduate who is selected to deliver the candidate response at graduation.

(6). NGAC Awards - The National Guard Association of California awards all OCS graduates a set of US Insignias and insignia of rank.

Chapter 3

Administrative Requirements

3-1. Eligibility Requirements

Commands are to identify interested, qualified individuals within their units who have a desire to become an officer in the California Army National Guard. Units should request a SIDPERS printout of eligible individuals from CAMP-SIB as an aide in identifying eligible soldiers, in addition to one-on-one interviews of interested soldiers. See Prerequisites For Enrollment in Officer Candidate School (OCS) Program (Appendix 1 to Annex B).

3-2. Screening of Applicants

a. Senior commanders will provide units the guidance necessary to assure effective selection of Officer Candidates, obtain the maximum number of applicants in order to provide the widest possible range of selectivity, and ensure that applicants selected have the opportunity and motivation to become effective officers.

b. Applicant Screening Boards: The Commander, California Army National Guard, will instruct major commanders to direct their subordinate units to appoint battalion, or where

required separate units, RC-OCS Applicant Screening/Selection Boards. Boards must at a minimum contain 3 Officers and a recorder.

c. Unit Screening: On initial screening of applicants unit commanders will select only those who meet admission requirements as stated in this regulation, who express a desire to attend, and who evidence a determination to complete OCS. Unit commanders must constantly seek out those soldiers who, by military appearance, ability to learn, initiative, and aggressiveness, demonstrate traits of leadership.

3-3. Report of Medical History

All interested individuals must fill out SF 93, Report of Medical History, prior to appearing before the board so the board may review it prior to interview. Any "Yes" answers must have a remark in Block 14 citing month and year of occurrence, what the occurrence is, what corrective action was taken, and the current disposition. (example: Nov 96, Cyst surgically removed from chin, no complications, no reoccurrence).

3-4. Selection Board Interviews

Conduct Selection Board Interviews IAW AR 15-1, Boards, Commissions & Committees-Committee Management. Required members of the board include three officers (one is the president of the board) and a warrant officer or one NCO as the board recorder. Minority and female representation should be reflected in the selection of board members. The board recorder documents all responses from applicants as well as board member's. The intention of the Screening Board Questionnaire (Appendix 2 to Annex B) is to aide the board members in gathering all the information from the applicant necessary for determining eligibility for the OCS program. This questionnaire is not all inclusive, as information from the applicant may warrant further questions to accurately identify eliminators, waivers, etc.

3-5. Applicant's Eligibility

The board reviews questionnaire responses, checks findings against Selection Board Fact Sheet, discusses the findings, notes board members reaction to general questioning (clear

and concise answers to questions, organized thoughts, personal hygiene, military bearing, etc.) on the questionnaire, assesses the applicant's eligibility and decides either to select or not select the individual for the OCS Program.

3-6. Board's Findings

Notify the chain of command, the individual, and the 223rd Infantry Regiment of the board's findings.

3-7. Waiver Documents

Prepare any necessary waiver documents (Tabs A-D of Annex B, Appendix 2).

a. Under exceptional circumstances, waivers of age or military training requirements may be granted when specifically approved by the Chief, National Guard Bureau.

b. Waivers of convictions for military or civil offenses will be considered if the request for waiver is accompanied by documentary evidence citing offense, court action, judgment rendered, a statement of circumstances and three letters of recommendation. The chain of command must submit a favorable recommendation for the waiver to be processed.

(1) If applicant is serving a period of probation from a conviction by any type of military or civil court, a request for waiver cannot be submitted until favorable completion of probation.

(2) Waivers are not required for minor traffic violations that result in fines of \$300 or less.

c. Waivers will not be granted for minimum medical or educational entrance requirements.

d. A maximum of two waivers per applicant will be considered.

e. Non Waiverable Actions: Applicants who are Conscientious Objectors, released from active duty under other than honorable conditions, unsatisfactory service or resignation in lieu of court martial; and/or elimination for any form of corrective or disciplinary action.

f. Applications for waiver will be submitted IAW NGR 600-100.

3-8. Board Response Packet

Assemble the board's response packet IAW Annex B with enclosures of the required supporting documentation.

3-9. Equipment Packing List

Ensure the selected individuals have all items listed on the Equipment Packing List (Tab D, Appendix 3, Annex B) and bring all items to the first drill each March. In-processing will include:

- a. A review of all required documentation for entrance into the OCS program.
- b. A review of all required documentation for the Commissioning Packet (COMPAC).
- c. A show down inspection of uniforms and equipment.
- d. OCIE issue.
- e. OCS patches and OCS rank issue.
- f. Entrance APFT
- g. All profiles, prescriptions, and other items listed in the administrative instructions (Chapter 3) will be collected and reviewed for completion and accuracy.

3-10. Commissioning Physical

It is the unit's responsibility to coordinate a Chapter 2, Commissioning Physical with their local recruiting office, annually between 30 Sep and 01 March. Physicals will be performed by a Military Entrance Processing Station (MEPS) or by DET 8 (MED SPT TM).

- a. Original copy of completed physicals are to be sent to OTAG, ATTN: CAMP-OPMS, (OCS Class of 'XX) Post Office Box 269101, Sacramento, CA 95826
- b. A copy of completed physical verifying applicant's meeting medical requirements for enrollment will be included in the soldier's application for enrollment packet.

3-11. After Reviewing the Response Packet

After Reviewing the Response Packet for completeness and accuracy, mail the above documentation, to arrive NLT 15 Mar each year to:

Commandant
223rd Infantry Regiment (Combat Arms)
ATTN: Officer Candidate School Class of 'XX
Post Office Box 4460

San Luis Obispo, CA 93403-4460

3-12. RC-OCS Attachment

The selected individuals will attend the Inprocessing Weekend and the two following months IDT's in a SUTA status (March, April, and May IDT's). Eligible applicants will be attached to the Regiment for Administration/Pay/ Training/Supply and UCMJ, effective 01 June. Late applicants requiring Pre-Commissioning Physicals will receive further instructions at the March Inprocessing Weekend.

- a. Attachment will be to the 223rd Infantry Regiment for training, administration, CMVC/UCMJ, and supply. Orders will also indicate the assignment to an OCS Company and that the Military Personnel Records Jacket (DA Form 201), and the Medical Records (DA Form 3444) will be forwarded to CAMP-OPMS.
- b. Attachment will be for all three phases of OCS unless terminated sooner.

3-13. Pay Grade

- a. CAARNG applicants below pay grade E6 will be appointed administratively to the grade of E6 without regard to existing TOE vacancies under the provisions of NGR 600-200.
- b. USAR applicants below pay grade E5 will be appointed to the grade of E5 by parent unit prior to reporting to the 223rd Infantry Regiment without regard to existing TOE vacancies.
- c. Any OC promoted under this policy who is dismissed prior to completion of the course will be administratively reduced to the grade previously held. Appointments and reductions under this policy will be announced on orders issued by OTAG.
- d. Applicants above the respective minimum pay grade will retain that pay grade throughout the program.

3-14. RC-OCS Attendance

OCs assigned to the OCS program will attend all phases with the Regiment until relieved from assignment.

- a. OCs will not be required to respond to unit active alert assemblies or state emergencies except when specifically directed to do so by Headquarters (-) STARC. When directed to perform duty with a unit, attendance will not be in lieu of any scheduled OCS MUTAs.

b. OCs will report for MUTAs at the time and dates prescribed by their OCS Company.

c. OCs are not authorized to attend scheduled drill with their parent unit without prior written authorization from the OCS Company Commander. Such authorization will not be granted unless orders separating the candidate from the program have yet to be published.

d. OCs who will be absent from a scheduled MUTA must make every effort to notify the OCS Company Commander prior to the start of the assembly. The OCS SOP is the governing authority and describes procedures to follow.

e. OCs requesting to be absent from a MUTA must submit a written explanation to reach the OCS Company Commander within 48 hours after the conclusion of the MUTA. Only the most compassionate reasons will be accepted to excuse the absence.

f. OCs attached (USAR or CAARNG) to the Regiment will be accounted for IAW current regulations and policies.

(1) The OCS Company Commander will ensure the certificates of attendance for USAR candidates (DA Form 1380) indicating dates of MUTAs attended is completed and prepared in sufficient copies to provide each OC's parent unit three copies. Certificates will account for all USAR OC personnel and will be forwarded not later than last period of the MUTA date covered by the certificate.

(2) The OCS Company commander will advise unit commanders of OC's Absent Without Leave (AWOL) or Absent With Leave (AWL).

3-15. Supporting the Soldier

Keep in touch with your soldiers as they will need your support through the arduous training. Your strong support is the key to success.

3-16. Notice Regarding USAR Applicants

a. All USAR soldiers wishing to attend the Officer Candidate School Program at the 223rd Infantry Regiment (Combat Arms) **MUST** have **written final approval for attendance** at Army National Guard Officer Candidate School **from ARPERCEN**.

b. Any individual not having written approval from ARPERCEN will not be enrolled into the OCS program.

c. USAR soldiers wishing to attend must go through their component's application and

selection procedures and receive written ARPERCEN approval.

3-17. Dismissal of Officer Candidates

a. Separation from the CAARNG/USAR: Parent units will not initiate requests for discharge or other personnel actions for/against an OC, which would result in the separation from Service until:

(1) The 223rd Infantry Regiment has been notified in advance.

(2) All administrative, supply, and training clearances have been obtained from the 223rd Infantry Regiment.

b. Release from the 223rd Infantry Regiment: OC's may be relieved from the Regiment for the following reasons:

(1) Academic Deficiencies. An OC is required to attain a minimum a score of 70% on each exam. If an OC fails an exam and a re-test, the OC can be recycled or dismissed without prejudice and reapply the following year.

(2) Leadership Deficiencies. An OC can be involuntarily relieved without prejudice due to leadership deficiencies. An OC will be evaluated at least three times during the program.

(3) Resignation. An OC can submit a letter of resignation through the chain of command. The Commandant or Regiment Commander will interview the OC. If resignation is approved, all equipment and publications must be turned in prior to departure for home of record.

(4) Absences.

(a) An OC absent without leave (AWOL) will be administratively terminated from the program with prejudice.

(b) An OC absent with leave (AWL) for two assemblies (10 UTAs) may be dismissed without prejudice.

(5) OC's failing to meet administrative requirements for admission/commissioning may be subject to recycle or dismissal without prejudice.

Chapter 4

Logistics Requirements

4-1. References

a. AR 700-84, Issue and Sale Of Personal Clothing, dated 28 February 1994, contained in Supply Update.

b. AR 735-5, Policies and Procedures for Property Accountability, dated 07 May 1990

4-2. General Information

- a. Units are authorized to order additional clothing for OCS Candidates IAW AR 700-84.
- b. Units must conduct an inspection to ensure applicants have all the required clothing.
- c. The Clothing Issue Point (CIP) processes clothing issue.

4-3. Transportation

a. Military Transportation: Transportation for participation in OCS weekend assemblies and annual training periods will be by government bus beginning with the March 98 MUTA. The number and location of pickup points will vary with class geographical density. See Annex B, Appendix 4.

b. Private Transportation: Reimbursement for travel to and from the weekend assemblies and annual training locations is not authorized for privately owned vehicles.

4-4. Complete Uniforms

IAW AR 700-84 and CTA 50-900, it is the parent unit's responsibility to ensure that the soldiers have a complete and serviceable initial issue of all personal clothing upon entering the OCS program. Additionally, parent units will ensure that all supplemental clothing allowance items are on requisition.

4-5. Failure To Arrive Without Proper Uniform

Failure to arrive without proper uniforms and equipment may be cause for disenrollment and return to Home Station. If such occurs, the Commandant will send a memorandum through the student's chain of command asking why a student arrived at the course unprepared for training and what action the command has taken to preclude such events in the future.

4-6. Accouterments

All OCIE, distinctive OCS patches, decals, and brass will be provided by the Regiment. Return of these items is required prior to release from the OCS program.

4-7. Billeting

All candidates will be billeted at CSLO during MUTAs and IAW training requirements as outlined in POI/CMPs.

4-8. Meals

All students will subsist at the Regimental dining Facility at Camp San Luis Obispo (CSLO), Camp Roberts, or as directed by course requirements.

Chapter 5 Operations and Training

5-1. Phases of Instruction

The program of instruction consists of 442 hours of formal instruction and practical application in technical and tactical subjects with additional hours available for orientation, ceremonies, and commander's time.

a. Prior to Phase I: An inactive duty training (IDT)/orientation phase consisting of 3 MUTA 5s (Mar-May) encompassing the POI, administrative/logistical and student inprocessing, to include COMPAC review, and individual equipment inventory.

b. Phase I: An 180 hour POI conducted during a fifteen day, 180 hour resident training period. Instruction emphasizes leadership development and basic military subjects.

c. Phase II: 162 hours conducted in IDT (MUTA 5) between Phase I and Phase III. Academic achievement and practical application of lessons learned are stressed during this instructional phase.

d. Phase III: A seventeen day, 140 hour resident training period with practical exercises geared to instill individual confidence by leading troops in field exercises.

e. OCs successfully completing this course may be commissioned Second Lieutenants in the CAARNG or USAR. This commission is with a technical waiver which requires completion of the appropriate Officer Basic Course (OBC) within 18 months from commissioning date.

5-2. Instructional Material

Instructional materials, to include instructor packets, student advance sheets, and examinations

are provided by the U.S. Army Infantry School (ISAIS), Fort Benning, Georgia, and the 223rd Infantry Regiment.

a. Student materials are issued to OCs in advance to permit adequate preparation for classes.

....b. Instructors are furnished instructor packets as far in advance as required to prepare instruction, secure training aids, and rehearse.

e. Counseling. A comprehensive counseling program will be conducted by the TAC officers to assist each OC in meeting requirements.

5-3. Training Management

a. Training Schedules. The Regiment will prepare training schedules for all phases of instruction.

b. Academic Training. Most classroom instruction will be of the conference type, requiring advance student preparation. OCs will be afforded maximum opportunity for participation in class discussion. Demonstrations and practical exercises will be employed whenever appropriate and feasible. All instruction will be presented IAW the principles of Total Army Instructor Training.

c. Leadership Training. Leadership instruction is both formal and practical. During all phases, OCs will be assigned to OC officer and NCO leadership positions. Assignments will be rotated so that all OCs are afforded equal opportunities to demonstrate their knowledge and abilities. Performance while assigned these duties will provide the foundation for individual leadership ratings.

(1) OCS company staff and OCs will maintain the highest standards of personal appearance and conduct at all times IAW current regulations, policies, and standards.

(2) OCs are required to attain a minimum 70% grade on every examination throughout the program in order to qualify for graduation.

(3) All OCs are required to pass the APFT prior to enrollment and while attending Phase II.

d. Evaluation.

(1) Leadership. Each OC's performance will be continually evaluated to determine whether the minimum leadership requirements of OCS are being met. Frequent individual performance ratings, prepared by TAC officers, constitute the primary evaluation method.

(2) Academics. The OC's academic achievement will be tested by written examinations prepared at the Infantry School, Fort Benning, Georgia.

Annex A
References

AR 40-501

w/CAARNG Supplement I
Standards of Medical Fitness

AR 350-10

Management of Army Individual Training
Requirements and Resources

AR 350-41

Army Physical Fitness Program

AR 380-67

Personnel Security

AR 600-9

The Army Weight Control Program

AR 611-5

Army Personnel Selection and Classification
Testing

AR 700-84

Issue and Sale of Personal Clothing

AR 735-5

Policies and Procedures of Property
Accountability

FORSCOM/TRADOC Reg 135-3

United States Army Reserve Forces Schools

FORSCOM Reg 350-2

Reserve Component Training in Americas Army
(ARNG)

FORSCOM Reg 351-5

Annual Evaluation of Army National Guard
Officer Candidate School

TRADOC Reg 351-18

Total Army School System (TASS)

NGB Pam 351-1

Total Army School System

USAIS RC-OCS POI/CMP

United States Infantry School Reserve Component
- Officers Candidate School Program of
Instruction/Course Management Plan

NGR 350-1

Army National Guard Training

NGR 351-3

Noncommissioned Officer Education System

NGR 351-5

State Military Academies

NGR 600-100

Commissioned Officer
Federal Recognition and Related Personnel
Actions

NGB Pam 350-1

Administration Instructions

Annex B
Selection Board and
Officer Candidate School (OCS)

Applicant Instructions

1. Applicants and units will collect documentation in accordance to Chapter 3 and Annex B instructions.
2. The appointed Selection Board members convene the Selection Board, review documentation, and conduct the interview utilizing and Appendices 1 and 2 to Annex B.
3. After all individuals have been interviewed and responses recorded, refer to Chapter 3 for further instructions. Samples of the required formats for the Results of the Board and Waiver request memorandums have been supplied in Annex B, Appendix 2.
4. Give the selected applicants copies of Annex B, Appendices 3 and 4, and a copy of Annex C, then assist them in obtaining needed items and documents.
5. Ensure all required documents are enclosed with the results and forwarded to the Regiment at the earliest opportunity or NLT 15 Mar annually.
6. Route results of the board and supporting documentation through Chain of Command to the 223rd Infantry Regiment.
7. Success and easy transition into the OCS program depends on your leadership support.

Appendix 1 to Annex B

Prerequisites for Enrollment Officer Candidate School (OCS) Program

1-1. The following are the prerequisites for enrollment in OCS programs. **Documentation verifying compliance is mandatory.** Commissioning prerequisites considered essential for OCS enrollment (e.g., pass an appointment physical) remain an OCS prerequisite, while action on prerequisites that are required for appointment rather than OCS enrollment (e.g., obtain a secret security clearance) may be delayed until after the applicant has entered the OCS training program.

1-2. Failure to meet prerequisites. Soldiers arriving at this institution for classes who do not meet the prerequisites will be denied enrollment and returned to home station immediately. The Commandant will then send a memorandum through the student's chain of command asking why unqualified students arrived here and what action the command has taken to preclude such events in future.

1-3. Entrance Requirements.

a. Medical. Enlisted personnel and warrant officers who are applicants for OCS must meet the qualifications for federal recognition as prescribed in NGR 600-100. These qualifications must be fully documented prior to Senior Phase. Officer candidates failing to meet these requirements will be subject to recycle or dismissal. In addition, these applicants must possess the following qualifications.

(1) Medical standards for entrance to the OCS program are outlined in Chapter 2, AR 40-501. OCS applicants must undergo and pass an appointment medical examination within 2 years prior to the required OCS class report date. However, for commissioning the applicants must have passed an appointment medical examination within 1 year of commissioning date. For female applicants, medical fitness requirements in Chapter 2, AR 40-501 apply, except that minimum medical standards of fitness will be those identified by physical profile serial 111221. A pregnancy test at least 10 days prior to

commissioning will be performed to verify compliance.

(2) OCS applicants must meet weight standards. Weight standards for all applicants are established in Appendix 1, AR 600-9.

(3) Applicants must show proof of physical fitness. Applicants must meet or exceed the minimum score of 60 in each event on the APFT as prescribed by FM 21-20 within 12 months prior to entrance into the OCS program. The 223rd Infantry Regiment will conduct an APFT for all prospective candidates as part of inprocessing.

(4) Applicants must successfully pass the APFT before entering the two week Annual Training Phases I and III.

(5) OCs who cannot meet the physical requirements will be recycled or dismissed from the program.

b. Civilian Education. Prerequisite for appointment as a CAARNG Second Lieutenant is to possess not less than a Bachelor's degree from an accredited university or college.

(1) Applicants for Federal OCS, State OCS who are not full-time college students, or the State OCS program option that contains the OCS accelerated phase II must possess 90 college semester hours prior to the OCS class report date.

(2) Applicants for the traditional State OCS program who are full-time college students must possess 60 college semester hours prior to the OCS phase I class report date.

(3) The civilian education for the RC-OCS is IAW NGRs 351-5 and 600-100 are mandatory requirements as of 01 March 1992. No waivers will be granted.

(4) Official copies of college education/transcripts are required as part of the application to OCS.

c. Mental prerequisites.

(1) Possess a GT score of 110 or higher on an Armed Forces Classification Test (AFCT) or Armed Forces Vocational Aptitude Battery (ASVAB).

Appendix 1 to Annex B (cont.)

(2) Possess a Scholastic Aptitude Test (SAT) score of 850 or higher or an American College Test (ACT) score of 19 or higher. An Officer Selection Battery (OSB) score of 90 or higher that was taken prior to 01 Oct 97 may be used in lieu of SAT/ACT scores for the Class of '99.

(3) SAT/ACT/OSB test scores are waived provided the applicant possesses a four-year bachelor's degree or higher from an accredited university or college. A copy of the degree certificate and transcripts will be included with the applicant's OCS student file.

d. Age.

(1) Minimum age for enrollment in OCS is 18 provided State law allows appointment as a commissioned officer at that age.

(2) Maximum age is the age that will enable the applicant to complete the OCS program and be appointed as a commissioned officer prior to exceeding age 30. State Adjutants General may authorize a waiver for an applicant who will not exceed age 32 years and 6 months at the time of appointment. Applicants exceeding age 32 years and 6 months must request an exception to policy from NGB, ATTN: NGB-ARP-PO.

e. Security clearance. Prerequisite for appointment as an ARNG Second Lieutenant is to possess a final secret clearance.

(1) Applicants for Federal OCS or the State OCS program option that contains the accelerated OCS phase II must possess a final secret clearance prior to the requested class report date.

(2) Applicants for the traditional State OCS program are not required to possess a security clearance. Applicants who do not possess a final secret clearance will submit a request for secret or higher clearance not later than 10 months prior to the scheduled OCS graduation date. If a secret clearance is denied, the applicant will be

immediately released from the program without prejudice.

f. Military training. Except as noted below, applicants must have completed Basic Training (BT) and Advanced Individual Training (AIT) or their equivalents of the other US military service. ARNG members who enlist in the State OCS College Enlistment Option are not required to complete AIT.

(1) One year of active duty with any of the components of the Armed forces, including completion of Initial Entry Training.

(2) One year service in the Army National Guard or any Reserve component, including completion of Initial Entry Training.

g. US Citizenship. Prerequisite for appointment as an ARNG second lieutenant is to be a US citizen.

(1) Applicants for Federal OCS or the State OCS program option that contains the accelerated OCS phase II must be a US citizen prior to the requested class report date.

(2) Applicants for the traditional State OCS program are not required to be US citizens. Applicants who are not US citizens must provide documentation of having applied for US citizenship to be filed with the applicant's OCS student file. If US citizenship is denied, the applicant will be immediately dropped from the program without prejudice.

h. Military Obligation. Must have sufficient time remaining on enlistment to complete the OCS program.

i. Waivers. OCS applicants requiring waivers may attend the ARNG State OCS program pending approval of the waiver. The applicant must sign a counseling statement that will be filed in the applicant's OCS student file.

NOTE: Written authorization from ARPERCEN is mandatory for USAR applicants wishing to attend the OCS program.

OCS ENTRANCE PREREQUISITE DOCUMENTATION CHECKLIST

- _____ 1. Application for Officer Candidate School Program.
- _____ 2. Pre-commissioning Physical IAW Chapter 2, AR 40-501. Within 6 months prior to the required OCS class report date.

* Individuals are required to coordinate with their local recruiting office for a Chapter 2, Pre-Commissioning Physical. The physical is to be sent to:
Office of the Adjutant General
ATTN: CAMP-OPMS, (OCS, Class of 'XX)
Post Office Box 269101
Sacramento, CA 95826

* Applicants cannot receive a commission if they have orthodontic braces, any metal pins or devices, arthritis, asthma, tuberculosis, lupus, absence of certain parts of the body, pregnant, history of substance abuse or any other conditions stated in AR 40-501. Applicants will complete SF 93 (Report of Medical History for consideration by the Board. (Applications for OCS must include this form).

NOTE: Some minor physical conditions can be waived. If in doubt call Personnel at the 223rd Infantry Regiment (commercial 805-549-6458, CAGNET 6-6450) for clarification.

- _____ 3. IAW standards of AR 600-9.

Applicants must meet current height and weight standards and may not be on a weight control program. Soldiers will be weighed in upon arrival at the Regiment.

- * Commander's certification of height/weight and Body Fat Worksheet of Taped individuals.
- * Two completed fingerprint cards, FD Form 258.
- * Battalion Commander's certification of eligibility for the OCS program. (Battalion Commander signatures only, NOT authorized representative's signature).

- _____ 4. Civilian Education. - Not less than 90 college semester hours from an accredited university or college:

_____ a. Applicants for Federal OCS, State OCS who are not full-time college students, or the State OCS program option that contains the OCS accelerated phase II must possess 90 college semester hours prior to the OCS class report date.

_____ b. Applicants for the traditional State OCS program who are full-time college students must possess 60 college semester hours prior to the OCS phase I class report date.

- * High School Graduate or GED.
- * Applicants without a baccalaureate degree may be accepted into the OCS program with the minimum of 90 college semester hours on a case by case basis by providing a request for waiver signed by the unit commander which states clearly how the applicant plans to meet the graduation requirement of a baccalaureate degree prior to commissioning.

Soldiers have the opportunity to have military and civilian experience evaluated for college credit at a nominal cost. It is also possible to receive seven college credits for completion of the OCS Program, as well as other education opportunities through Vincennes University. Please feel free to contact the Civilian Education Branch at OTAG for procedures and more detailed information..

- * Individuals must have sealed official transcripts sent directly from their University to:
Office of the Adjutant General

Appendix 1 to Annex B (cont.)

ATTN: CAMP-OPMS, (OCS, Class of 'XX)
Post Office Box 269101
Sacramento, CA 95826

_____ 5. Mental prerequisites.

_____ a. Possess a GT score of 110 or higher on an ACB or ASVAB test (NOTE: Individuals re-testing on the GT must coordinate with local recruiters and also be notified that a maximum of three attempts is permitted before requiring National Guard Bureau (NGB) approval for retest).

_____ b. Possess a SAT score of 850 or higher or an ACT score of 19 or higher. An OSB test score of 90 or higher that was taken prior to 01 Oct 97 may be used in lieu of SAT/ACT scores.

_____ c. SAT/ACT/OSB test scores are waived provided the applicant possesses a four-year bachelor's degree or higher from an accredited university or college. A copy of the degree certificate and transcripts will be filled with the applicant's OCS student file.

_____ 6. Age (Minimum of 18 Years of age, or waiver for applicants exceeding 30 years of age up not to exceed 35 years of age at time of commissioning).

_____ a. Minimum age for enrollment in OCS is 18 provided State law allows appointment as a commissioned officer at that age.

_____ b. Maximum age is the age that will enable the applicant to complete the OCS program and be appointed as a commissioned officer prior to exceeding age 30. State Adjutants General may authorize a waiver for an applicant who will not exceed age 32 years and 6 months at the time of appointment.

Applicants exceeding age 32 years and 6 months must request an exception to policy from NGB, ATTN: NGB-ARP-PO.

* A waiver request must accompany the boards response for individuals over 30 years of age. Applicants requiring an age waiver are required to supply to the Regiment, three letters of recommendation from employers, military or civilian, or any other non-relative who is able to give an evaluation of individuals potential as an officer, in addition to copies of any civilian or military awards received.

_____ 7. Final Secret security clearance or higher.

_____ a. Applicants for Federal OCS or the State OCS program option that contains the accelerated OCS phase II must possess a final secret clearance prior to the requested class report date.

_____ b. Applicants who do not possess a final secret clearance will submit a request for secret or higher clearance not later than 10 months prior to the scheduled OCS graduation date. If a secret clearance is denied, the applicant will be immediately released from the program without prejudice.

* **Individual's with Civil Convictions other than minor traffic violations will not be accepted into the OCS program without an approved waiver. Requests for waiver must accompany the application for enrollment.**

* **NON-WAIVERABLE ACTIONS**

Applicants who are conscientious objectors; released from active duty under other than honorable conditions; unsatisfactory service or resignation in lieu of court-martial; elimination for any form of corrective or disciplinary action.

_____ 8. Military training. Except as noted below, applicants must have completed Basic Training (BT) and Advanced Individual Training (AIT) or their equivalents of the other US military service. ARNG members who enlist in the State OCS College Enlistment Option are not required to complete AIT.

_____ 9. US Citizenship (Birth Certificate required for all applicants).

Appendix 1 to Annex B (cont.)

_____ a. Applicants for Federal OCS or the State OCS program option that contains the accelerated OCS phase II must be a US citizen prior to the requested class report date.

_____ b. Applicants for the traditional State OCS program are not required to be US citizens.

Applicants who are not a US citizen must provide a copy of their birth certificate and documentation of having applied for US citizenship to be filed with the applicant's OCS student file. If US citizenship is denied, the applicant will be immediately dropped from the program without prejudice.

** A Naturalized Citizen - Certification from Commander, in memorandum format stating "I have seen the original certificate of citizenship, Number _____ (or certified copy) of the court order to the United States citizenship by the court of _____ at _____ (city and state) _____ on _____ (Date)."

** By Naturalization of parent - Certification from Commander, in memorandum format stating "I have seen the original certificate of citizenship, Number _____ issued to _____ by _____ the Immigration and Naturalization Service, Department of Justice, stating that _____ acquired citizenship on _____ (date) _____."

DO... NOT... COPY... A NATURALIZATION CERTIFICATE. It is a Federal Offense to do so!!!

_____ 10. Waivers. Applicant may attend the OCS program pending approval of the waiver. The applicant must sign a counseling statement that will be filed in the applicant's OCS student file.

_____ 11. COMMITMENT:

Meet time commitment of March through September of the following year (all drills are MUTA 5) (see Annex C).

* Battalion Commander's certification of eligibility for the OCS program. (Battalion Commander signatures only, **NOT** authorized representative's signature).

USAR APPLICANTS ONLY:

Must have ARPERCEN written approval.

Appendix 2 to Annex B

Selection Board Procedures and Forms

REFERENCE: AR 15-1

INDIVIDUAL REPORTS TO THE BOARD:

BOARD PRESIDENT GREETES THE INDIVIDUAL, HAS THE INDIVIDUAL TAKE A SEAT, AND READS THE FOLLOWING:

(Purpose of the Board)

We have been appointed as a Selection Board for your consideration into the 223rd Infantry Regiment (Combat Arms), Officer Candidate School Program. Our decision and recommendations will be forwarded to the Commandant of the 223rd Infantry Regiment. Selection to attend the OCS Class of 'XX will be based on a review of your personal qualifications, your desire for a commission, and the findings of this board.

Questions will include and inquiry into your educational and medical histories, any criminal or arrest records you may have, and some general questions concerning your experience and reasons for attending the OCS Program.

You are cautioned to be thoroughly honest and candid. The record of this inquiry will be a part of your application to the program. If you are unsure of any questions, please state so and we will clarify the question.

Do you have any questions about the purpose or procedures of this board?

Do you have any objections to any one here sitting on this board?

(If there is, have individual being objected to sit out on the questioning of the applicant)

Do you want to attend OCS this year? Yes _____ or No _____

If no, why: _____

If no, will he/she apply next year? Yes _____ or No _____

Give reasons:

Go on to the Selection Board Questionnaire....

SELECTION BOARD RECORDERS SUMMATION SHEET

Applicant's Last Name: _____ First: _____ Middle: _____
 Current Rank: _____ SSN: _____ Date of Birth: _____ (year, month, day)
 Current Age: _____ Unit of Assignment: _____
 BOARD SUMMATION:

Is a United States Citizen	Yes _____	No _____
Is medically fit	Yes _____	No _____
Has a clean criminal record	Yes _____	No _____
Able to attain a "Secret" Clearance	Yes _____	No _____
Is individual AGR	Yes _____	No _____
Meets AR 600-9 HT _____ WT _____ BF% _____	Yes _____	No _____
Is physically fit APFT Score _____ dtd _____	Yes _____	No _____
Meets education requirement	Yes _____	No _____
Will have BA/BS NLT 01 August 1999	Yes _____	No _____

BOARD'S EVALUATION AND RECOMMENDATION

(Rate from 1-5, 1 = Exceptional; 3 = Average; 5 = Weak)

a. Verbal Skills _____	d. Motivation _____
b. Bearing/Appearance _____	e. Maturity _____
c. Self-confidence _____	
d. Does Board recommend enrollment in the OCS Program	Yes _____ No _____

If not why _____

bullet comments will be made on the back of this Page by the Board President on all "No" answers and all "4 or 5" ratings above.

Unit: _____ Unit Phone: _____

President of the Board: _____
 (Rank) (print last, first, middle initial) (President's Signature) (date)

Member of the Board: _____
 (Rank) (print last, first, middle initial) (Member's Signature) (date)

Member of the Board: _____
 (Rank) (print last, first, middle initial) (Member's Signature) (date)

Recorder: _____
 (Rank) (print last, first, middle initial) (Recorder's Signature) (date)

Appendix 2 to Annex B (cont.)

SELECTION BOARD QUESTIONNAIRE

SECURITY BACKGROUND INQUIRY:

PART A

Are you a Citizen of the United States? Yes___ No___

Is your citizenship by birth or by naturalization? Birth___ Naturalization___
(if by naturalization, must bring documentation to the board)

If not a US citizen are they applying for citizenship? if so when? Yes___ Date:___ No___

PART B

Do you currently have a security clearance? Yes___ No___

If yes when was it granted?___ what level?___

ANY YES ANSWERS TO THE FOLLOWING QUESTIONS MUST HAVE THE FOLLOWING INFORMATION PROVIDED: TYPE OF OFFENSE, MONTH AND YEAR OF OCCURRENCE; AND FINAL DISPOSITION OF THE EVENT (example: Paid fine of \$200, six month probation served 0696 - 1295; all terms of judgment satisfactorily completed).

ALSO inform individuals that NSI is authorized to/and will open "sealed" records. If individual is unsure they must still disclose and questionable cases can be addressed through CAMP-OPMS. All responses must be recorded on this questionnaire (may use reverse side of questionnaire).

Have you ever been arrested, cited, charged or held by any law enforcement or juvenile authorities or military courts-martial or received any Article 15's? Yes___ No___

Have you ever been convicted by any judicial authority or adjudicated a youthful offender or juvenile delinquent regardless of whether or not your records have been "sealed" or otherwise stricken from court records? Yes___ No___

Are you now or have you ever been on parole or probation or currently awaiting any actions on charges against you? Yes___ No___

Do you currently have financial problems which hinder your ability to meet obligations (i.e. bad debts over 120 days, foreclosures or bankruptcy)? Yes___ No___

Are there any incidents or activities that may adversely affect your ability to attain a security clearance? (example: conscientious objector, or current drug user under treatment)? Yes___ No___

=====
NOTES:

SELECTION BOARD QUESTIONNAIRE

EDUCATION INQUIRY:

Do you have a college degree? Yes ____ No ____

What kind of degree and in what? _____

If no degree: How many college units do you have completed? _____

Are they Semester or Quarter hours? _____

Are you currently enrolled in school? Yes ____ No ____

Full time ____ or Part Time ____ how many units are you taking this semester _____

If they do not have a baccalaureate or higher degree ask:

Do you understand you will not receive your commission NOR receive a certificate of completion if you do not have a BA/BS by 01 Aug XX? Yes ____ No ____

Are you aware that by law some educational loans must be repaid Yes ____ No ____
within 90 days after federal recognition of your commission?

Information on the educational loan repayment criteria can be obtained through the Education Office at OTAG, CAMP-CE.

If the applicant does not have a degree, have them state their plan to accomplish the education requirement by 01 August of the following year:

NOTES:

Appendix 2 to Annex B (cont.)

SELECTION BOARD QUESTIONNAIRE

MEDICAL INQUIRY:

REVIEW THE SF 93 and ensure that all yes answers have comments made in the remarks block on the reverse side of the form. All yes answers must have month, year of occurrence, type of occurrence, disposition of occurrence and the current status of the condition.

ANY YES ANSWERS on the SF 93 must be probed to determine if there are any restrictions that would prevent them from being commissioned.... such as glass eye, metal pins that are permanent, asthma after the age of 12, missing body parts, pregnancy, active cancer, etc... If unsure, note condition anyway...

Are there any items from the SF 93 (Statement of Medical History) that may affect commissioning?

Yes _____ No _____

If so, explain briefly:

Do you have any medical restrictions that would require waivers or prevent your commissioning such as:

Inability to move all joints Yes _____ No _____

Color blindness Yes _____ No _____

Loss of vision/hearing Yes _____ No _____

Metal pins or plates in your body Yes _____ No _____

Missing appendage(s) Yes _____ No _____

Other Yes _____ No _____

Explain:

LAST APFT: Score _____ dated _____ PASSED? Yes _____ No _____

Height: _____ Weight: _____ In compliance with AR 600-9? Yes _____ No _____

If no: Body Fat %: _____ In compliance with BF%? Yes _____ No _____

NOTES:

SELECTION BOARD QUESTIONNAIRE

GENERAL:

Are you a single parent? Yes ____ No ____

If yes, can you fulfill your family financial responsibilities while attending the OCS program?
Yes ____ No ____

Have you discussed participating in the OCS program with your employer?
Yes ____ No ____

If yes, are they supportive of your decision? Yes ____ No ____

Have you discussed participating in the OCS program with your family, friends, etc....?
Yes ____ No ____

If yes, are they supportive of your decision? Yes ____ No ____

Why do you want to be an Officer in the California Army National Guard?

(record his/her reasons in bullet format for reference)

NOTES:

Appendix 2 to Annex B (cont.)

BOARD RESULT RESPONSE FORMAT

(Office Symbol) (600)

(date)

Memorandum Thru

For Commandant, 223rd Infantry Regiment (Combat Arms), Post Office Box 4460, San Luis Obispo, CA
93403-4460

SUBJECT: Officer Candidate School (OCS) Selection Board Results, Class of 'XX.

1. On (date), this command convened an Officer Candidate School Program Selection Screening Board to evaluate unit member for qualification to attend the 223rd Infantry Regiment's OCS Class of 'XX program. Members of the Board were:

RANK	FULL NAME	TITLE		
2. All members listed on the SIDPERs Data Base printout, and all other interested soldiers were interviewed. Results of that board are as follows:				
RANK	FULL NAME	SSN	GT/OSB Score	Board Decision
PFC	JACK EDWARD JONES	123-45-6789	110/90	APPROVED/RQ AGE WVR
SPC	NANCY LYNN BROWN	234-56-7890	100/112	APPROVED/RQ RETEST
SGT	JON FREDERICK CLAN	345-67-8901	120/97	DENIED/MEDICAL
SSG	AMY RENEE SMITH	678-90-1234	150/100	INDIV DECLINED

3. POC is the undersigned or (rank, name) at commercial (xxx) xxx-xxxx or DSN xxx-xxxx or CAGNET x-xxxx.

FOR THE COMMANDER:

Encls

1. Selection Board Response
2. Selection Board Questionnaires
3. Entrance Requirement Packet
4. Application for Appointment Packet

JANE A. DOE
MAJ, AG, CAARNG
Adjutant

* NOTE: Letters of commendation, recommendation, awards, or similar documentation showing the applicant as an asset to the U.S. Armed Forces may be included as an enclosures to the waiver request. Waiver requests are to be signed by the Company Commander NOT the authorized agent.

AGE WAIVER REQUEST FORMAT

(Office Symbol) (600)

(date)

Memorandum For Commandant, 223rd Infantry Regiment (Combat Arms), Post Office Box 4460, San Luis Obispo, CA 93403-4460

SUBJECT: Request for Age Waiver for Entrance Into OCS Program

1. Request a age waiver be granted to (rank, name).

DATE OF BIRTH

CURRENT AGE

AGE BY AUG XX

2. Commanders recommendation and justification for granting a waiver.

3. Supporting documents (if any) are enclosed (such as; education background, special achievements, awards, citations, outstanding community contributions).

4 POC is the undersigned or (rank, name) at commercial (xxx) xxx-xxxx or DSN xxx-xxxx or CAGNET x-xxxx.

Encl

JOHN A. DOE

LTC, AG, CAARNG

Commanding

Appendix 2 to Annex B (cont.)

MEDICAL WAIVER REQUEST FORMAT

(Office Symbol) (600)

(date)

Memorandum For Commandant, 223rd Infantry Regiment (Combat Arms), Post Office Box 4460, San Luis Obispo, CA 93403-4460

SUBJECT: Request for Medical Waiver for Entrance Into OCS Program

1. Request a medical waiver be granted to (Rank) (Full Name), (Date of Birth), Current Age. Applicant will be ____ (years) ____ (months) and ____ (days) old by 25 Aug XX.

2. Medical condition and information regarding condition. (such as slight hearing loss, does not disqualifies per AR 40-501)

3. Commanders recommendation and justification for granting a waiver.

4. Supporting documents (if any) are enclosed (such as; education background, special achievements, awards, citations, outstanding community contributions).

5. POC is the undersigned or (rank, name) at commercial (xxx) xxx-xxxx or DSN xxx-xxxx or CAGNET x-xxxx.

Encl

JOHN A. DOE
LTC, AG, CAARNG
Commanding

CIVIL WAIVER REQUEST FORMAT

(Office Symbol) (600)

(date)

Memorandum For Commandant, 223rd Infantry Regiment (Combat Arms), Post Office Box 4460, San Luis Obispo, CA 93403-4460

SUBJECT: Request for Civil Waiver for Entrance Into OCS Program

1. Request a waiver be granted to (rank, name).

DATE OF BIRTH

CURRENT AGE

AGE BY AUG XX

2. Commanders recommendation and justification for granting a waiver.

3. Supporting documents (if any) are enclosed (such as; education background, special achievements, awards, citations, outstanding community contributions).

4 POC is the undersigned or (rank, name) at commercial (xxx) xxx-xxxx or DSN xxx-xxxx or CAGNET x-xxxx.

Encl

JOHN A. DOE
LTC, AG, CAARNG
Commanding

* Enclosures must consist of the documentation listed in Chapter 3 para 3-8.

Appendix 3 to Annex B

Instructions to Selected Applicants

3-1. The following items are for your information and ACTION:

a. Assignment: You have been assigned to the Officer Candidate School (OCS) Training Company, 1st OCS Battalion, 223rd Infantry Regiment (Combat Arms), effective 01 March 19XX. All IDT's will be at Camp San Luis Obispo (CSLO), CA, unless otherwise notified. See Map, Tab G.

b. Reporting: You must report to the bus pick up site, IN ARMY PT UNIFORM (shorts, tee-shirt, sweat pants, and sweat shirt), no later than the time and date indicated on the bus schedule. See Tabs F and G.

3-2. Administrative actions required: Your unit commander is aware of all administrative requirements (such as physical, fingerprinting, etc.). Ensure your unit has the required documents.

a. You will be going through initial inprocessing for entrance prerequisites, orientation, administrative, logistical, and training requirements. You will receive squad, platoon assignments, and begin training. Records review is scheduled during the April drill. This is the time that we will review and update DA 201 files, SF 93's, and SGLI.

b. You will not attend an assembly with your parent unit after 01 March 19XX, however you will be performing your unit assembly in a SUTA status with the 223rd Infantry Regiment until 01 June 19XX at that time you will be attached to the Regiment for Administration, Pay, Supply, Training, and UCMJ for your Phase II assemblies.

c. First IDT date is 28-29 Mar XX (All drills are MUTA 5s, Friday, Saturday, Sunday):

d. You will attend 2 Annual Training's with the Regiment, Phase I, June 'XX and also Phase III in July 'XX.

e. The uniform will be Army PT for in processing and then BDU, sleeves down once in processing is completed.

f. You will also be doing your entrance APFT.

g. The Regiment's chaplain provides Sunday services to all our students and staff.

3-3. Supply/Logistics Actions Required:

a. Tab D is your clothing requirements. Bring all items with you to the first drill. Your unit is responsible to order all items on the list for you. Coordinate with your supply sergeant for any shortages (reference regulation CTA 50-900, table 3, 1Sep 94).

b. A show down inspection of all required clothing items will be conducted in March.

c. NO OCIE (TA50) equipment is required for the March drill.

d. All meals will be provided by the Regiment's dining facility, however, those soldiers on AGR, or other duty status that receives rations in kind or subsists separately will pay the standard meal rate of \$1.90 - breakfast, \$3.20 - lunch/dinner. Meal cards will be issued during inprocessing; you are to bring it with you to each drill.

e. All OCs are required to stay in the Regimental barracks. Wall lockers, night stands and a desk are provided.

3-4. You will be issued school related materials each drill; bring them with you each drill as required.

3-5. Messages: Messages from Family members will be delivered at first available opportunity to the OCS Company Orderly Room. Emergency notifications will be done in the most expedient manner available. All messages must come to (805) 594-6450 or if after duty hours messages will be received by the staff duty at (805) 594-6482.

Tab A to Appendix 3 to Annex B

Application for Officer Candidate School

I _____ do hereby apply for the Officer Candidate School.

(Print Full Name)

I further state that I meet the entrance requirements for the OCS Class of 19XX.

I acknowledge that failure to meet or maintain enrollment, commissioning, academic and administrative requirements in accordance with the regulations, directives, policies, and course POI/CMPs, that I may be recycled or dismissed from the OCS program.

Signed this _____ day of _____ 19XX.

(Signature)

Tab B to Appendix 3 to Annex B

Application for Appointment Checklist (COMPAC)

Last name, First name, Middle name

SSN

1. NGB Form 62 (Application for Federal Recognition...). _____

2. CAL NG Form 600-2 (Overseas Statement). _____

3. SF 88 & SF 93 with Serology (physical Examination and HIV results)
IAW Chapter 2, AR 40-501 to include HIV, Drug and Alcohol Testing.
Females must have PAP Test results and Pregnancy Test results (within
30 days of appointment) are to be included. _____

Applicants must meet current height and weight standards and may **not** be on a weight control program.
Soldiers will be weighed in upon arrival at the Regiment.

* Commander's certification of height/weight and Body Fat Worksheet of Taped individuals.

4. DA Form 873 (Verification of Security Clearance). _____

* Two completed fingerprint cards, FD Form 258.

* Or proof of application for Security Clearance (DD Form 86, Personnel Security Questionnaire).

5. Birth Certificate. _____

6. Naturalization Statement _____

7. Marriage Certificate and/or Divorce Decree _____

8. Statement for Difference in Name _____

* Copy of any name change documents; Court documentation of name change, marriage certificates and/or divorce certificates, etc., and a statement from individual regarding use of parts of their name or non use of parts of their name stating the period and all alias' used.

9. Verification of all periods of service.

* Any Prior Service documents (all service branches); DD Form 214s (Certificate of Release of Discharge from Active Duty); any Service School certificates

10. Verification of current civilian education completed
towards meeting the requirement of possessing a BA or BS Degree or higher. _____

* Copies of Civilian Education transcripts and any Trade School transcripts / diplomas.

11. SSN Card _____

* 2 Copies of Social Security Card or verification of action taken and completed to obtain or correct card.

12. GT Score 110 or higher _____

(Score)

Tab B to Annex 3 to Annex B (cont.)

13. SAT Score of 850 or higher OR ACT Score of 19 or higher

(Score and Type)

14. Age Waiver if required. DOB: _____

year month day

(Type)

STATE _____

OR

FEDERAL _____

(Date to OTAG)

(Date to NGB)

15. Civil Waiver Required.

(Reason)

(Date to OTAG)

(Date to NGB)

Tab C to Appendix 3 to Annex B

Personal Data Sheet

FULL NAME: _____ DATE OF BIRTH: _____
Last First Middle
YY/MM/DD
RANK: _____ PMOS: _____ SMOS: _____ AMOS: _____ SSN: _____
RESIDENTIAL ADDRESS: _____ APT/SPACE #: _____
CITY: _____ STATE: _____ ZIP: _____
MAILING ADDRESS: _____ APT/SPACE #: _____
CITY: _____ STATE: _____ ZIP: _____
DAY PHONE NUMBER: () _____ EXT: _____ home or work (circle one)
NIGHT/WEEKEND NUMBER: () _____ EXT: _____ home or work (circle one)
PAGER: () _____ Voice or numerical (circle one) _____
(special instructions, press #)
EMPLOYERS NAME: _____
SUPERVISOR: _____
ADDRESS: _____
STREET _____ CITY _____ STATE _____ ZIP _____
PHONE #: () _____ EXT: _____

EMERGENCY NOTIFICATION: Please contact: _____
(full name & /relationship) address: _____
Street City State Zip

Allergies: (state none or list allergies) _____

Currently taking medications: (state none or list meds) _____

Currently on any profiles: (state none or list profile) _____

Other medical notification: (such as phobias, sleep walker etc.).

**** Ensure that this form accompanies the selection board's response.**

Tab D to Appendix 3 to Annex B

Equipment Packing List

ITEMS TO BRING TO INPROCESSING IN MARCH:

ID Tags	
ID Card	
Eye Glasses (if required)	
BDU Shirt	6
BDU Pants.....	6
BDU All Weather Coat.....	1
T-shirt, Brown.....	6
PT Shirt, Gray.....	1
PT Shorts, Gray.....	1
PT Sweat Shirt, Gray.....	1
PT Sweat Pants, Gray.....	1
Socks, Black boot sock.....	6 pair
Socks, White.....	3 pair
Combat boots, Black.....	2
Running Shoes.....	1
Personal Underclothing.....	# Sufficient for IDT weekend
Personal Hygiene Items.....	To include bath towels, wash clothes, etc.
Toiletries/Sundae Items.....	Per individual needs dictate, to include shaving kit, deodorant, shoe polish, sunscreen, etc.
Lock (combination).....	2
Alarm clock.....	1

During the March IDT all candidates are directed to bring all military clothing in their possession in order to identify shortages and deficiencies.

Ensure all selected OCS applicants have the initial issue plus OCS supplemental issue.

Appendix 4 to Annex B

Bus Transportation

1. Enclosed are the bus routes that will be available during the upcoming OCS Class of '99 program.
2. You are responsible for ensuring familiarity with the route and pickup times that are nearest to your residence. If you happen to be located in an extremely remote area of California that requires you to drive more than 4 hours, you should consider traveling the night prior and staying in the vicinity of the bus pickup point to ensure you make it on time to the bus. This will be at your own expense. At the first drill contact fellow candidates near your pickup point and coordinate arrangements to stay over.
3. You are responsible for arrangements for billeting and vehicle security at your pickup location. Local armory vehicle security SOP will be followed. **You must be at the pickup point no less than 15 minutes prior to the scheduled departure of the bus.**
4. Failure to arrive at your particular bus pickup point prior to bus departure will result in an unexcused absence. If you miss the bus for any reason, contact (805) 594-6450 to speak with the OCS Company Commander. Determination will be made at that time to schedule transportation to Camp San Luis Obispo. Failure to do so will result in disciplinary actions.
5. POV and billeting will be at no expense to the government.
6. Individuals who reside within a reasonable commuting distance of Camp San Luis Obispo (50 miles) and those who are involved with advance and rear party activities must receive authorization to travel by POV by the OCS Company Commander.

Appendix 4 to Annex B (cont.)

BUS ROUTE/SCHEDULE TO CSLO

FRIDAY:

ROUTE 1 Northern California:

Time	Pick up Point
0600	Depart Sacramento Armory, 3250 Meadowview Road, Sacramento, CA
0730	Depart Sharpe Army Depot, Bldg S-1, Lathrop, CA
0930	Depart Fresno Armory, 911 S. Chance Ave., Fresno, CA
1300	Arrive Camp San Luis Obispo, San Luis Obispo, CA

ROUTE 2 Southern California

Time	Pick up Point
0600	Depart Escondido Armory, 104 E. Park Ave., Escondido, CA
0800	Depart AFRC Los Alamitos, Bldg 15, 11200 Lexington Ave., Los Alamitos, CA
1000	Depart Oxnard Armory, 351 South "K" Street, Oxnard, CA
1430	Arrive Camp San Luis Obispo, San Luis Obispo, CA

BUS ROUTE/SCHEDULE FROM CSLO

SATURDAY:

ROUTE 1 Northern California

Time	Pick up Point
1430	Depart Camp San Luis Obispo, San Luis Obispo, CA
1700	Arrive Fresno Armory, 911 S. Chance Ave., Fresno, CA
1930	Arrive Sharpe Army Depot, Bldg S-1, Lathrop, CA
2100	Arrive Sacramento Armory, 3250 Meadowview Road, Sacramento, CA

ROUTE 2 Southern California

Time	Pick up Point
1430	Depart Camp San Luis Obispo, San Luis Obispo, CA
1730	Arrive Oxnard Armory, 351 South "K" Street, Oxnard, CA
2000	Arrive AFRC Los Alamitos, Bldg 15, 11200 Lexington Ave., Los Alamitos, CA
1900	Arrive Escondido Armory, 104 E. Park Ave., Escondido, CA

Tab A to Appendix 4 to Annex B

Bus Route Response Sheet

I, Candidate _____, will use the following bus pick up point: (Print last, first, MI)

_____ Bus Route # 1 - Northern California

- a. _____ Sacramento Armory
- b. _____ Sharpe Army Depot
- c. _____ Fresno Armory

_____ Bus Route #2 - Southern California

- a. _____ Escondido Armory
- b. _____ AFRC Los Alamitos
- c. _____ Oxnard Armory

NOTE: Ensure that this form accompanies the selection board's response to the 223rd Infantry Regiment (Combat Arms) at the earliest convenience.

Or Mail completed form to:

223rd Infantry Regiment (CA)
ATTN: Logistics (OCS Class of 'XX)
PO Box 4460
San Luis Obispo, CA 93403-4460

Annex C

Yearly Course Schedule for OCS Class of '99

The following information pertains to the training scheduled for the Officer Candidate Class of 1999.

LOCATION	DATE	SIGNIFICANT EVENT
CSLO	27-29 Mar 98	IDT
CSLO	24-26 Apr 98	IDT
CSLO	15-17 May 98	IDT
CSLO	12 Jun 98	IDT/AT
Ft Carson, CO	13-27 Jun 98	
CSLO	25-27 Jul 98	IDT
CSLO	21-23 AUG 98	IDT
CSLO	25-27 Sep 98	IDT
CSLO	23-25 OCT 98	IDT
CSLO	20-22 Nov 98	IDT
CSLO	11-13 Dec 98	IDT
CSLO	29-31 Jan 99	IDT
CSLO	26-28 Feb 99	IDT
CSLO	26-28 Mar 99	IDT
CSLO	23-25 Apr 98	IDT
CSLO	21-23 May 99	IDT
CSLO	25-27 Jun 99	IDT
CSLO	23-25 Jul 99	IDT
CSLO	30 Jul 99	IDT/AT
Ft Lewis, WA	31 JUL - 14 AUG 99	
CSLO	16-19 Aug 99	PLT LDR's Course (Projected)
CSLO	20-22 Aug 99	Graduation
CSLO	18-19 Sep 99	PLT LDR's Course, Supply, Maintenance